



AREA I CPAC

INFO WORLD



April 2007

The local CPAC is here to provide you with the most outstanding service that one can provide, you deserve it. It is strongly encouraged that you visit our homepage at <http://8tharmy.korea.army.mil/G1/Cpd/Area1Cpac> or you may contact us at 732-6090.

Emergency Visitation Travel (EVT)

Emergency Visitation Travel (EVT), commonly referred to as Emergency Leave, is authorized to allow an eligible employee or an eligible family member(s) to travel at Government expense to the CONUS, a non-foreign OCONUS area, or other location in certain situations of family emergencies.

EVT may be authorized in circumstances involving: **(1) a serious illness or injury of an immediate family member, (2) death of an individual family member; and, (3) special family circumstances.** An employee or family member is limited to one round trip for each serious illness or injury of each immediate family member.

Eligible Employee: An employee who is a US citizen, assigned at an OCONUS foreign area/country Permanent Duty Station (PDS), who has a transportation agreement that provides for return travel to the employee's actual residence.

Procedure: The eligible employee or dependent must:

1. Obtain the confirmation number from the Red Cross and submit to their supervisor.
2. Coordinate with their Resource Management Office for preparation and approval of the EVT orders (DD 1610) in order to obtain airline ticket(s).
3. Make travel arrangement thru Commercial Travel Office (CTO).
4. Obtain approval for use of sick or annual leave.
5. File settlement voucher thru finance upon completion of travel.

If employee traveled without prior authorization, contact your DRM for advice.

※ Most Federal employees may use a total of up to 12 administrative workweeks of sick leave to care for a family member with a serious health condition. – For more information CTRL + click [here](#).

PAY PROBLEM ?

For solving any pay problem not relating to Notification of Personnel Action, employee should contact the 175th Finance Customer Service Representative at 723-4606.

NSPS Training Schedule

Implementation of the National Security Personnel System (NSPS) in Eighth United States Army and Installation Command Korea is scheduled to begin in October 2007 for all non-bargaining unit employees.

Classes for managers, supervisors and employees are scheduled to begin on 8 May thru 24 July 2007. Military leaders and supervisors are key to a successful training effort and implementation and must attend training.

AREA I NSPS TOWN HALL MEETINGS

Conducted by MG Michael Kuehr
Deputy Commander, 8th US ARMY

TUESDAY, APRIL 17

CRC Theater 1000-1130 hrs
Casey Digital Conf. Center 1300-1500 hrs
(Bldg 2236)

※ All military & civilian supervisors, all GS employees and KGS employees supervising or providing admin support to NSPS employees.

For Supervisor & Manager

Time: 0800 thru 1700

Date	Hours	Place
8, 9 May 07	16	CRC Education Center (Bldg No. S58, Room No. 207)
12, 13 Jun 07	16	
19, 20 Jun 07	16	Cp Casey Education Center (Bldg No. 2451, Room No. 6 or 4)
10, 11 Jul 07	16	

For Employees

Time: 0800 thru 1700

Date	Hours	Place
22 May 07	8	CRC Education Center (Bldg No. S58, Room No. 207)
23 May 07	8	
5 Jun 07	8	
24 Jul 07	8	
18 Jul 07	8	Cp Casey Education Center (Bldg No. 2451, Room No. 6)

POC for NSPS Training is Mr. Lawrence Keys

☐ 732-6090, <mailto:lawrence.keys@korea.army.mil>

2007 Youth Summer Hire Program

The Summer Hire (SH) Program is designed to provide young people an opportunity to gain meaningful experience, prepare for future educational and career goals, and support the Army mission. The official start of SH 2007 is 25 June 2007 and end date is 3 August 2007.

The program is open to family members between the ages of 14-22 years old with a valid social security number. Applicants must be a family member of an active military member or DoD civilian and be eligible under the status of forces agreement support. The SH program's positions are General Helpers with pay at \$5 per hour. **Applications** are available at the Area I CPAC located in Bldg T-909. To be considered, applications must be received in the CPAC by 19 April 2007. More information is available at [Area I CPAC Home Page](#).

POC for summer hire program is Mr. Pak, Chong-Uk,
☎ 732-7315, <mailto:pakcuk@korea.army.mil>

My Biz and My Workplace

The modules of My Biz and My Workplace permit employees and managers to secure, real-time, on-line access to personnel information, at any time, from their workstations. Anyone who has AKO account can access to these new modules from the following "employee" tab of the site, <http://virgo.army.mil>.

My Biz allows employees access to view information from their official personnel records including appointment, position, personal, salary, benefits, awards and bonuses, and performance. In addition, employees may update their telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency online with My Biz.

My Workplace brings key information to managers and supervisors about their employees together in one place, streamlining the human resources decision-making process and helping to balance managerial tasks with day-to-day demands more easily. My Workplace keeps managers and supervisors informed about their employees' personnel actions. With quick and easy access to employees' personnel information, managers are able to make budget decisions, staffing plans and work distributions more efficiently.

POC for My Biz and My Workplace is Ms. Ko, Hyon-Suk,
☎ 732-6047, <mailto:kohsuk@korea.army.mil>

한국인직원소식-KN NEWS

◆ 자녀학비 보조금 지급 한도 변경 (Amount of reimbursement of school expenses)

2007 학년도부터 자녀학자금 지급 한도가 중학생 1,350,000 원 (전년과 동일), 고등학생 2,975,000 원, 대학생 5,980,000 원으로 조정 되었습니다. 분기별 보조금 제한은 없으며, 2 명의 자녀에 대해서만 지원이 가능합니다.

Effective 1 March 2007, the maximum amounts payable for school expenses in 2007 school terms are 1,350,000 won per year for middle school students and 2,975,000 won per year for high school students and 5,980,000 won per year for college students. There are no quarterly limits on the amounts to be paid. Allowable educational expenses for eligible employees are authorized up to a maximum of two students in middle school, high school, and undergraduate college.

해당되는 직원들께서는 매 분기 10 일까지 (3 월, 6 월, 9 월, 12 월 / 대학생은 3 월 9 월) 인사처로 신청양식을 제출하셔야 합니다.

자녀학비보조금 담당자는 다음과 같습니다.
박종욱, ☎ 732-7315 (동두천지역 충당자금 직원)
황순주, ☎ 732-6711 (의정부지역 충당자금 직원)
이종진, ☎ 732-6124 (비충당자금 직원)

Request for reimbursement of all school expenses will be submitted to the servicing Civilian Personnel Advisory Center in March, June, September, and December.

POCs for Reimbursement of school expenses are:
- Pak, Chong Uk, ☎ 732-7315 (AF, Tongduchon Area)
- Hwang, Sun Chu: ☎ 732-6711 (AF, Uijongbu Area)
- Yi, Chong Chin, ☎ 732-6124 (NAF)

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Geraldine C. Jones / Director

We value your comments, Questions and Suggestions.

Please contact us.

e-mail: kimkyongu@korea.army.mil, ☎ 732-9795